



California Coastal Commission

JOB ANNOUNCEMENT

5/30/06

ASSOCIATE PERSONNEL ANALYST / STAFF SERVICES ANALYST HUMAN RESOURCES OFFICE SAN FRANCISCO

PERMANENT FULL TIME POSITION

The California Coastal Commission is seeking an energetic, self-directed person to perform human resources management services related work in San Francisco. This position will provide challenges and opportunities for career growth for the right individual.

About us: The California Coastal Commission (Commission) is a small state agency that has regulatory and planning authority over development along the California coast. The Commission's headquarters office is located in San Francisco's Financial District (close to BART, AC Transit, Golden Gate Transit or Muni). The Commission has district offices in San Diego, Long Beach, Ventura, Santa Cruz and Eureka. The Commission's staff includes dedicated administrative staff, planners, technical specialists and attorneys. Please consult the Commission's website at www.coastal.ca.gov for detailed information about the Commission.

About the job: Under the direction of the Chief of Human Resources, the selected candidate will perform a wide range of human resources management services for the Commission. Responsibilities will include: workers' compensation program development and case work; reasonable accommodation program coordination; classification and pay assignments; recruitment, testing and selection; training program coordination; consultation with all levels of staff concerning personnel laws, rules, and practices; advising and assisting management with a variety of day-to-day issues, disciplinary process activities and labor relations grievances; and Statements of Economic Interest filing coordination. Additional duties include: performing research, analysis and staff work on a variety of human resource management and administrative issues and special projects. Initial duties will be adjusted to the experience level of the successful candidate.

Desired Qualifications:

- Strong analytical and research skills.
- Excellent writing and editing skills including the ability to quickly draft clear, concise, well organized letters, memoranda, reports and justifications.
- Strong interpersonal skills, including the ability to effectively relate to all staff levels and work as a member of a team.
- Positive approach to resolving problems/issues and the ability to successfully negotiate workable alternatives to a variety of human resources management problems.
- Strong organizational skills and the ability to handle multiple priorities effectively.
- Ability to maintain confidentiality.
- Experience in or knowledge of human resources management practices and procedures.
- Computer skills in database applications are a plus.

(Continued on Reverse)

Who Should Apply:

To apply, you need to have status in or be eligible for appointment to the California civil service classification of Associate Personnel Analyst or Staff Services Analyst. Current state employees or former state employees with transfer or reinstatement rights to these two classifications or equivalent classifications are eligible to apply. Appointment is subject to State Restriction of Appointment (SROA) provisions. Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, reinstatement, or list eligibility in the Examination or Job Title section on the State Application (Form 678).

Salary: Associate Personnel Analyst.....\$4,111 - \$4,997 per month
Staff Services Analyst.....\$2,632 - \$4,155 per month

Contact: Patricia Beck, Chief of Human Resources, (415) 904-9446

Filing:

Until filled.* Submit a State Application (Form 678), resume, and a one-page narrative statement describing your qualifications (a resume does not constitute a statement of your qualifications) to:

Human Resources Office
California Coastal Commission
45 Fremont Street, Suite 1930
San Francisco, CA 94105
(415) 904-5430 or toll free (866) 831-2540

* We expect to fill the position as soon as possible, so it is important to file your application immediately. Applications will be screened and only those most qualified will be interviewed. We will begin interviews as soon as we receive qualified applications and plan to fill the position in July 2006. No relocation expenses are offered.

5/26/06

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Equal employment opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

TDD for the Hearing Impaired (415) 597-5885